



**JOB POSTING**  
**Assistant Director of Reporting and Information Management, Sandy Recovery Division**  
*Unclassified Position*

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy

The DCA is seeking an Assistant Director for Reporting and Information Management to manage the disaster performance measurements, reporting requirements and the information technology systems related to CDBG-DR programs. A new interim division is to begin operations immediately and expected to remain operational through September 30, 2017.

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| <b>POSTING NUMBER:</b>  | HR-0016  | <b>ISSUE DATE:</b>   | March 19, 2013       |
| <b>TITLE:</b>           | Assistant Director of Reporting and Information Management | <b>CLOSING DATE:</b> | April 5, 2013        |
| <b>DIVISION / UNIT:</b> | Office of the Commissioner                                 | <b>SALARY RANGE:</b> | \$95,000 – \$105,000 |
| <b>LOCATION:</b>        | 101 South Broad Street<br>Trenton, New Jersey              | <b>DISTRIBUTION:</b> | NATIONWIDE           |
| <b>POSITIONS:</b>       | 1  |                      |                      |

**DESCRIPTION OF MAJOR DUTIES:**

Under the direction of the Division Director, Sandy Recovery Division and the Commissioner of the Department of Community Affairs, is responsible for managing the disaster performance measurements, reporting requirements and the information technology systems. Responsible for establishing and maintaining program records and files in a manner that will facilitate review by program managers and directors, sub-recipients, state government officials, HUD and the Office of the Inspector General. Implements and manages reporting and information systems that will interface with HUD's DRGR system. Ensure compliance with HUD CDBG reporting requirements, regulations and standards. Prepare and track approval of the Action Plan, any Substantial or Non Substantial Amendments, and the update of the Consolidated Plan as it relates to Disaster Recovery programs. Design reporting templates. Produce timely, detailed reports and data analysis. Define the process for organizing, storing, retrieving, and reporting information about CDBG funded activities. Determine methodology for computerizing records and reports for ease of retrieval and retention.

**REQUIREMENTS:**

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree. Specialized or advanced degree in Information Technology, or related field, preferred.

**EXPERIENCE:**

Six (6) years of experience in a public or private organization involved in programs providing social/community services to a specific client population, three (3) years of which shall have involved management responsibilities, including responsibility for budget/fiscal affairs.

**PREFERRED QUALIFICATIONS:**

Experience in the use of management information systems and the HUD DRGR system. Documented and specific experience in HUD reporting and recordkeeping. Experience in preparation of Consolidated Plans and/or Action Plans preferred. Candidates must demonstrate strong communications and leadership skills and the ability to manage workflow and staff. The State of New Jersey seeks to fill this position quickly, with consideration given to individuals immediately available for employment.

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Human Resources Director  
New Jersey Department of Community Affairs  
**HR# 0016**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*